

**BACHELOR OF ARTS IN SOCIAL WORK**

**PROGRAM PACKET & APPLICATION**

**NAU—Yuma Branch Campus**

APPLICATION DEADLINE SCHEDULE:

Deadlineto submit application to enter the program in **Fall Semester**:

**April 1**

(All prerequisites must be included in the transcript by the end of the spring semester.)

Deadlineto submit application to enter the program in **Spring Semester**:

**October 1**

*(*All prerequisites must be included in the transcript by the end of the fall semester.)

NOTICE OF ADMISSION

**Students will be notified by mail of their admission status approximately 3-4 weeks**

**after the deadline date.**

Note: Incomplete application packets or application packets received after the deadline will not be considered for admission until the following semester. While waiting for admission to the program, students can take social work courses approved for the minor in social work.

GENERAL INFORMATION

* The admission process includes:
* Completed application
* Interview with the Program Coordinator or social work faculty
* Notification of acceptance to the program
* Meeting with your Academic Advisor to determine your academic plan and schedule courses
* **Read all instructions carefully.**
* **Complete all applicable information and sign in the appropriate places.**
* **This professional program is an extended major consisting of a sequence of courses, including 540 hours of field placement, building upon prerequisite course requirements that lead to a Bachelor of Arts in Social Work.**
* **All BASW majors are required to schedule and meet with their Academic Advisor to discuss course pre-requisites, co-requisites, and develop an academic plan for completion of all degree requirements. It is essential that you have this meeting as soon after acceptance as possible to be sure you have time to prepare for the start of classes.** Some courses are available only in sequence, meaning they are offered in either Fall or Spring term, but not both terms. Some of courses have pre-requisites to join or they may be pre-requisites for future courses.

**Letter from *BACHELOR OF ARTS IN SOCIAL* *WORK* Program Coordinator**

Dear Prospective BASW Student:

Welcome to the first formal step toward your goal of a social work career. Your research and planning about how to get here have earned you the privilege of applying to one of the finest accredited social work programs in the country.

Our students graduate ready to immediately enter graduate school and complete their MSW, or to use their skills in service to their communities before making that decision. Our graduates are employed in local and state agencies in so many areas: hospitals and medical centers including rehabilitation and hospice; elementary/middle and high schools, alternative schools and colleges; military; government; prisons; children and family service agencies including court advocacy and domestic violence; research and publication; private practice, and so much more.

This program aligns with the mission of NAU and CSWE in its focus on learning generalist social work skills for leadership and service. It specifically focuses on social systems and populations who live and/or work in the U.S.-Mexico borderlands. These populations include all levels of education and socio-economic status, and include, but are not limited to, groups who identify themselves as Hispanic, agricultural workers, military and dependents, and others who will benefit from the social work focus on the elimination of poverty and enhancement of the quality of life for all persons, locally and globally.

(Council on Social Work Education, 2015, p. 5).

Congratulations on your decision to apply to NAU-Yuma Branch Campus BASW program. Follow the instructions carefully, answer all questions fully, and come to the personal meeting (we are using Zoom for these meetings) with questions that you want us to answer. You will find that all our faculty have decades of experience in social work and we are dedicated to your learning and success.

Welcome to the next chapter of your life and all it will bring you, those whom you meet here, and those with whom you work in the future!

Sincerely,



Ruth Whisler, Ph.D., MSW

Assistant Clinical Professor, Social Work & BASW Program Coordinator

**PROGRAM MISSION STATEMENT**

The mission of the NAU Yuma Branch Campus BASW Program grounded in the history, purpose and values of the profession, is to educate and prepare generalist social workers for service and leadership to social systems and diverse borderland populations experiencing social, economic and environmental injustice and/or violation of human rights along the U.S.-Mexico border, and globally.

**Goals**

The goals of the NAU—Yuma Branch Campus BASW Program are:

1. To produce Alumni who are:

* Influencing through service and leadership the social welfare of people, families, and communities globally, regionally, and locally.
* Engaged in ethical generalist social work practice.
* Culturally responsive and competent.
* Engaged in research-informed practice and practice-informed research.
* Identify as a professional social worker and conduct oneself accordingly.

2.         Committed to Hispanic populations:

* Become the nation’s leading social work program serving borderland populations.
* Apply knowledge of the planned change process.
* Engage diversity and difference in multi-level social systems.
* Engage in the development of programmatic responses to the large number of Hispanic population in the LCRR.
* Advocate for ethical human rights practices for migrants and refugee populations in the LCRR.
* Prepare generalist social work students to respond to the unique needs and issues of those in high risk border occupations, i.e. law enforcement, military, border patrol, first responders, and migrant farm workers.

3.         Globally engaged stewards of U.S. Mexico border issues:

* Promote leadership to advance human rights, social, economic and environmental justice along the US-Mexico border.
* Elevate the environmental, economic, social and cultural vitality of the communities along the US-Mexico border.
* Engage in policy practice to deliver effective social work services along the U.S. Mexico border.
* Apply critical thinking to inform and communicate professional practice along the U.S. Mexico border

4.         Commitment to the Defense, Customs & Border Patrol and Military Community

* Engage in social work practice that specifically address issues found in the high stress occupations commonly found in Defense and Law Enforcement communities commonly located in the LCRR.

**BACHELOR OF ARTS IN SOCIAL WORK PROGRAM**

ELIGIBILITY REQUIREMENTS FOR ADMISSION:

* BASW 220 with a letter grade of “B” or better
* BASW Program Application
* 2.25 GPA Minimum
* 2 Personal References
* Personal/Professional/Educational Statement
* English & Math Foundations

**BY THE APPLICATION DEADLINE, APPLICANTS MUST:**

**Submit a complete Bachelor of Arts in Social Work Program application to:**

Elena Arroyo, M. Ed

NAU—Yuma Branch Campus

PO Box 6236

Yuma, AZ 85366-6236

928-317-6478

***Be sure to include from your BASW Program Application:***

1. **Application Data Sheet**
2. **Statement of Personal/Professional/Educational Goals** *(typed, 3-5 pages, double spaced)*
3. **Two *(2)* Letters of Reference in sealed envelopes with signature on seal.** *(Letters of reference should come from either academic or professional contacts. These can include previous instructors, supervisors, employers, volunteer supervisors, or clergy.)* Do not use personal or family references.
4. **Statement of Understanding**
5. **Unofficial College/University Transcripts** *[one (1) copy from each institution attended]*

**BACHELOR OF ARTS IN SOCIAL WORK PROGRAM**

**FINGERPRINT POLICY**

Arizona students pursuing a Bachelor of Arts in Social Work Degree at NAU Yuma Branch Campus are required to obtain a fingerprint clearance card after they are offered, and accept admission into the program. This fingerprint policy does not apply to California students who are completing service learning and field practicum in California. Many social service agencies require that students have obtained a fingerprint card in order to engage in work at that agency, even as an intern in the program. According to Arizona State Law, a fingerprint clearance card is required to work and care for children, the elderly, and vulnerable adults. All Department of Economic Security (DES) employees are required to obtain a fingerprint card. Fingerprint clearance is also required at the time of application for AZ Social Work Licensure.

Upon acceptance to the Bachelor of Arts in Social Work Program, students are advised of the fingerprint requirement, and instruction of how to obtain the form. All fees associated with obtaining the fingerprint clearance card are the responsibility of the student. Application for the Fingerprint Clearance Card must be finalized within the first semester of the program and in your possession prior to applying for BASW Field Placement (BASW 408).

The BASW Program Fingerprint Policy, including information for students with past felonies/misdemeanors and frequently asked questions about applying for a fingerprint card, can be viewed in the BASW Field Manual located on the reserve at the Arizona Western College/NAU—Yuma Academic Library or at the Imperial Valley College Academic Library.

**DISABILITY SUPPORT SERVICES (DSS)**

Undergraduate Admissions:

All programs at Northern Arizona University—Yuma Branch Campus are open to qualified students. Special services for students with disabilities are available by contacting a Disability Support Service Coordinator in the office of Disability Support Services. Students are advised to provide documentation to DSS at least eight (8) weeks prior to attending NAU so that arrangements can be made to meet individual needs. Questions may be directed to Disability Support Services, P.O. Box 5633, Flagstaff, AZ 86011, or call 928-523-8773; TTY 928-523-6906; FAX 928-523-8747.

**OFFICE OF AFFIRMATIVE ACTION**

Northern Arizona University—Yuma Branch Campus and the BASW Program do not discriminate on the basis of age, race, color, religion, sex, gender, national origin, disability, sexual orientation, or veteran status in admissions, employment, or educational programs and activities, as required by Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Rehabilitation Act of 1973 as amended; the Civil Rights Act of 1990, and the Age Discrimination in Employment Act of 1967. Northern Arizona University—Yuma Branch Campus’ policy on nondiscrimination is augmented by the voluntary affirmative action policies of Executive Order 11246, Section 503, of the Rehabilitation Act and the Vietnam Era Veteran’s Readjustment Assistance Act of 1973 as amended.

Inquiries regarding the application of these regulations may be made to:

Office of Affirmative Action Coordinator of Section 504

P.O. Box 4083 Americans with Disabilities

Flagstaff, AZ 86011 P.O. Box 6045

928-523-3312 Flagstaff, AZ 86011

928-523-2261

**BACHELOR OF ARTS IN SOCIAL WORK PROGRAM**

**ADMISSIONS APPLICATION DATA SHEET**

|  |  |
| --- | --- |
| **Name *(****Last, First, MI)* | **NAU ID#** |
| **Current Street Address** | **Current Phone** |
| **City, State, Zip** | **Cell Phone** |
| **Permanent Street Address** | **Permanent Phone** |
| **City, State, Zip** | **NAU Email Address**  **Alternate Email Address:** |

**Note: NAU will be contacting you by email during the admissions process and by US mail when you are admitted to the program. Please be certain your email is accurate, legible, and working.**

**Credit Hours Completed: \_\_\_\_\_\_\_\_\_\_ Cumulative GPA: \_\_\_\_\_\_\_\_\_** BA**SW 220 Grade: \_\_\_\_\_\_\_\_\_\_**

**Are you currently enrolled in courses at NAU:** *yes**no*

**Are you a transfer student:** *yes* *no* **If yes, list transfer institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EDUCATION**

**List all community colleges and universities attended** *(most recent first).*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Institution** | **City, State** | **Dates Attended** | **Major** | **Degree** | **GPA** |
|  |  |  |  |  |  |
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**Scholastic Distinctions** *(honor societies, scholarships, awards, etc.).*

**Additional significant education** *(summer courses, workshops, etc.).*

**List memberships in professional organizations** *(indicate leadership positions held).*

**EXPERIENCE**

**List employment** *(including student wage/work study and military service)* **and volunteer experience in social work or related areas. List latest experience first. If more space is required, attach additional pages or a current resume.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Agency Name/Address** | | | |
| **Dates** *(mm/yyyy)*  **From:** **/****To:** **/** | **Hrs/Wk** | **Status**  *paid**volunteer* | **Position held** |
| **Supervisor Name** | | **Phone** | |
| **Description of duties** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Agency Name/Address** | | | |
| **Dates** *(mm/yyyy)*  **From:   /     To:   /** | **Hrs/Wk** | **Status**  *paid* *volunteer* | **Position held** |
| **Supervisor Name** | | **Phone** | |
| **Description of duties** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Agency Name/Address** | | | |
| **Dates** *(mm/yyyy)*  **From:   /     To:   /** | **Hrs/Wk** | **Status**  *paid* *volunteer* | **Position held** |
| **Supervisor Name** | | **Phone** | |
| **Description of duties** | | | |

**REFERENCES**

**Please list the persons from whom we can expect to receive reference letters. It is your responsibility to include them in your application. The letters should be from faculty, employers, and religious leaders or other professionals, who can attest to your potential success as a generalist social worker. Do not use family or friends as professional references.**

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Organization** |
| **Address** | **City, State, Zip** | **Phone** |

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Organization** |
| **Address** | **City, State, Zip** | **Phone** |

**BACHELOR OF ARTS IN SOCIAL WORK PROGRAM**

**PERSONAL/PROFESSIONAL/EDUCATIONAL STATEMENT**

This statement is one way to introduce yourself to the Admissions Committee. Take your time, be thorough, and follow directions. This statement will be used to assess your written communication skills and to evaluate your knowledge of your career choice, your commitment to the social work profession, and your understanding of and commitment to the mission of the NAU—Yuma Bachelor of Arts in Social Work Program *(see attached Program Mission Statement).*

***In order for the Admissions Committee to evaluate your statement, it is necessary for you to address each of the following areas separately. Type the Question Number, and the Question in single space, bold type. Then type your response in double spacing, not bolded type. Remember this is how the Committee is able to assess your understanding of social work and how you will fit into the program and the field.***

***Please answer each area as thoroughly as possible.***

1. Identify experiences and relationships that have influenced your selection of social work along the U.S. Mexico border as your professional career. For example: *family, education, volunteer involvements, personal and family involvement with social work, employment, etc.).*
2. Based upon your personal experiences, discuss what you see as your (a) strengths and (b) weaknesses.
3. Professional values are intrinsic to social work. What personal experience demonstrates your awareness of and sensitivity to issues of: (a) race, (b) ethnicity, (c) gender, (d) age, (e) sexual orientation, (f) disability, and (g) border issues, and populations? Be sure to address all the above areas.
4. What is your understanding of the responsibilities of the social work profession, both generally and specifically? What are the role and responsibilities that you plan to do as a professional social worker employed along the U.S. Mexico border?
5. Describe how you perceive our Program Mission Statement to relate to your personal career goals.
6. Sometimes there are things in our environment that can be problematic to our learning success. Please share any of your concerns that you think the Admissions Committee should know that could affect your professional education in this program. For example: health, housing, financial, academic preparation, day care, etc. that you believe the admissions committee needs to know.

**The following information is used for Council on Social Work Education (CSWE) purposes, but is not required.**

**Not providing this information will not adversely affect your potential for admission.**

**PREDOMINANT CULTURAL/ETHICAL BACKGROUND**

Hispanic  African-American  American Indian  Asian or Pacific Islander  White

**STATUS**

Single  Partnered  Single Head of Household  Other

**DEPENDENTS**

Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ages: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Male**  **Female** **Birthdate**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE EXPLAIN ANY HANDICAPS OR DISABILITIES and how the program can assist with those.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HOW DID YOU HEAR ABOUT THE BASW PROGRAM?**

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***To the best of my knowledge, the information in this application is accurate and complete.***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**LETTER OF REFERENCE**

**BACHELOR OF ARTS IN SOCIAL WORK PROGRAM**

**NAU—Yuma Branch Campus • PO Box 6236 • Yuma, AZ 85366-6236**

**928.344.7640**

***To be completed by the Applicant***

**Name of applicant:** *(please print/type)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I (***do* **/** *do not***) give permission to the NAU—Yuma Social Work Program (BASW)Admissions Committee to make contact with my reference if they deem it necessary to clarify any concerns or have additional questions.**

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***To be completed by the Reference***

The above student is applying for admission or the NAU—Yuma Social Work Program (BASW). You have been identified by the applicant as someone who will be helpful to us in evaluating his/her readiness, motivation, and qualifications for the program and for the profession of social work.

**1. How long and in what connection have you known the applicant?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Please rate the applicant relative to other students or employees you have known in the same field in recent years by placing an “X” in the box that best represents where the candidate fits on the continuum. Explain as needed in the comment section.**

**1-Exceptional 2-Good 3-Average 4-Below Average 5-Problematic N-Not Observed**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **CATEGORY** | **1** | **2** | **3** | **4** | **5** | **N** | **COMMENTS** |
| 1. Learning potential |  |  |  |  |  |  |  |
| 1. Self-Initiative |  |  |  |  |  |  |  |
| 1. Social Concern for others |  |  |  |  |  |  |  |
| 1. Appreciation for diversity |  |  |  |  |  |  |  |
| 1. Self-discipline |  |  |  |  |  |  |  |
| 1. Problem-solving ability |  |  |  |  |  |  |  |
| 1. Critical thinking skills |  |  |  |  |  |  |  |
| 1. Dependability |  |  |  |  |  |  |  |
| 1. Creativity |  |  |  |  |  |  |  |
| 1. Communication skills:   *ORAL* |  |  |  |  |  |  |  |
| 1. Communication skills: *WRITTEN* |  |  |  |  |  |  |  |
| 1. Communication skills: *READING* |  |  |  |  |  |  |  |
| 1. Appreciation for cultural issues |  |  |  |  |  |  |  |
| 1. Appreciation & commitment to U.S. Mexico border issues & populations |  |  |  |  |  |  |  |

1. **Additional Comments** *(optional).*

We believe that such personal qualities as critical assessment skills, emotional maturity, emotional stability, sensitivity to the needs of others, resourcefulness, initiative, follow-through, sound judgment and a concern for the well-being of others are important for successful professional practice in social work. Please assess the applicant’s academic and/or professional promise within this context.

1. **Summary Evaluation** *(please check only one)*

I strongly recommend this applicant for admission and believe that he/she has the capability to perform at a superior level.

I recommend this applicant for admission and believe his/her performance will be comparable to that of most undergraduate social work students.

I think that the applicant’s qualifications are marginal, but if admitted, the applicant would greatly benefit from study in the program

I do not recommend this applicant for admission to the NAU--Yuma BASW program.

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name *(please print)*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Phone** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employer** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Position** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Business Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **State** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Zip** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**May we call you for additional information?** YesNo

***Please return your letter of reference directly to the applicant in a sealed envelope. Please sign the sealed envelope on the back over the closed flap.***

***Thank you.***

**LETTER OF REFERENCE**

**BACHELOR OF ARTS IN SOCIAL WORK PROGRAM**

**NAU—Yuma Branch Campus • PO Box 6236 • Yuma, AZ 85366-6236**

**928.344.7640**

***To be completed by the Applicant***

**Name of applicant:** *(please print/type)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I (***do* **/** *do not***) give permission to the NAU--Yuma Social Work Program (BASW)Admissions Committee to make contact with my reference if they deem it necessary to clarify any concerns or have additional questions.**

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **CATEGORY** | **1** | **2** | **3** | **4** | **5** | **N** | **COMMENTS** |
| 1. Learning potential |  |  |  |  |  |  |  |
| 1. Self-Initiative |  |  |  |  |  |  |  |
| 1. Social concern for others |  |  |  |  |  |  |  |
| 1. Appreciation for diversity |  |  |  |  |  |  |  |
| 1. Self-discipline |  |  |  |  |  |  |  |
| 1. Problem-solving ability |  |  |  |  |  |  |  |
| 1. Critical thinking skills |  |  |  |  |  |  |  |
| 1. Dependability |  |  |  |  |  |  |  |
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1. **Additional Comments** *(optional).*

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**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name *(please print)*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Phone** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employer** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Position** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Business Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **State** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Zip** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**May we call you for additional information?** YesNo

***Please return your letter of reference directly to the applicant in a sealed envelope. Please sign the sealed envelope on the back over the closed flap.***

***Thank you.***